Faculty of Arts and Social Sciences Schools and Centres

**HDR Essential Funding - Guidelines**

Authorised by: Associate Dean Research Training
Effective Date: May 2018
Review: Annually
Related Documents: HDR Faculty Supported Research Funding Guideline

**OBJECTIVES**

This funding scheme is open to research students enrolled in one of the six School or Centres in Arts and Social Sciences, or in Nura Gili, to support costs essential to their research. This funding is intended as a contribution towards minor essential expenses not elsewhere funded.

**DATES**

Funding will be available in two rounds in 2019.

**Round 1**
Applications open 1 June 2019
Application close 30 June 2019

**Round 2**
Applications open 1 October 2019
Application close 30 October 2019
ELIGIBILITY CRITERIA and RULES

➢ The applicant must be enrolled in a higher research degree program in one of the Schools or Centres in the Faculty of Arts and Social Sciences or in Nura Gili.
➢ Research Costs are subsidised during the first four years of full-time PhD candidature or first two years for Masters and the equivalent for part-time students.
➢ All students applying for funding must be properly reviewed by a School Review Committee and provide a copy of a satisfactory Annual Progress Review or confirmation no more than one year old.
➢ Students who are overtime (more than 4 years completion) in their enrolment in either the fulltime mode or part time mode will not be considered.
➢ Full-time applicants may only apply for up to $300 in one calendar year. Part-time applicants may apply for up to $150 in one calendar year.
➢ Applicants can apply for this funding once per calendar year.
➢ Applicants must supply evidence of expenses at the time of application. Funds will only be paid by reimbursement.
➢ Funding is not guaranteed, but dependent on eligibility of expenses, and availability of budget.

MODES AND MAXIMUM LEVELS OF FUNDING

Students are invited to apply, with supporting documentation, for:

➢ Funding for books or other publications, essential to the research
➢ Printing and Photocopying costs essential to the research.
➢ Funding to attend relevant local conferences that are not able to be funded elsewhere.
➢ Entry fees for sound and film archives, and museums.
➢ Reasonably priced equipment which is necessary for the applicant's research and which cannot be supplied by the Technical Resource Centre or the Faculty Supported HDR Funding Scheme.
➢ Proofreading
➢ Other essential items. Please note the essential items must be related to your research costs.

APPLICATION PROCESS

Applicants must supply the following documents by email to their Postgraduate Coordinator, and/or relevant HDR Support Administrator:

➢ Completed HDR Essential Funding claim form, including approval from supervisor
➢ Evidence of payment for claimed expenses

Your application will then be assessed for eligibility, and referred to the Postgraduate Coordinator for approval.

If approved, the funds up to a maximum of $300 will be transferred to your nominated bank account.
HDR Essential Funding Claim Form

**Applicant Details**

<table>
<thead>
<tr>
<th>Given Name(s):</th>
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<tbody>
<tr>
<td>Surname:</td>
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<tr>
<td>Student ID:</td>
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<td>School or Centre:</td>
<td></td>
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<tr>
<td>Date of most recent progress review:</td>
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<td>Outcome of most recent progress review:</td>
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<tr>
<td>Stage of candidature (e.g. 2nd year):</td>
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<tr>
<td>Enrolment Status in current semester (e.g. Full-time):</td>
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**Claim Details**
Add or delete rows as required

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Justification of why this item is essential to your research</th>
<th>Amount AUD</th>
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**Bank Details**

An Australian cheque or savings account is required

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<th>Bank Name:</th>
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<tr>
<td>Branch Name:</td>
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<tr>
<td>BSB:</td>
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</tr>
<tr>
<td>Bank Account Number:</td>
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**Applicant Declaration:**

☐ I declare that I have not applied for funding for the items in this claim under any other funding scheme

☐ I declare that the items in this claim are essential to my research degree

☐ I have provided evidence of all expenses claimed

☐ I understand that the decision to fund and the maximum funding awarded is at the discretion of the Postgraduate Coordinator

**Applicant Signature**

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**Supervisor’s Declaration**

☐ I declare that the student meets the eligibility criteria for this funding

☐ I declare that the items in this claim are essential to the student’s research degree

☐ I declare that the student has not applied for funding for the items in this claim under any other funding scheme

**Please provide any additional comments in support of this application**

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**Supervisor Name**

**Supervisor Signature**

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**Submit your completed form with supporting documentation to the relevant PGC and/or HDR Support Administrator:**

<table>
<thead>
<tr>
<th>School of Education</th>
<th>Neha Desai</th>
<th><a href="mailto:education@unsw.edu.au">education@unsw.edu.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Social Sciences</td>
<td><a href="mailto:PGC-SOSS@unsw.edu.au">PGC-SOSS@unsw.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>School of Humanities and Languages</td>
<td>Anneli Strutt</td>
<td><a href="mailto:hal-pg@unsw.edu.au">hal-pg@unsw.edu.au</a></td>
</tr>
<tr>
<td>School of the Arts and Media</td>
<td><a href="mailto:sampg@unsw.edu.au">sampg@unsw.edu.au</a></td>
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<tr>
<td>Social Policy Research Centre</td>
<td>Dr Bruce Bradbury</td>
<td><a href="mailto:b.bradbury@unsw.edu.au">b.bradbury@unsw.edu.au</a></td>
</tr>
<tr>
<td>Centre for Social Research in Health</td>
<td>Lisa McElhinney</td>
<td><a href="mailto:l.mcelhinney@unsw.edu.au">l.mcelhinney@unsw.edu.au</a></td>
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<tr>
<td>Nura Gili</td>
<td>Dr Diana Perche Nakia Bolt</td>
<td><a href="mailto:diana.perche@unsw.edu.au">diana.perche@unsw.edu.au</a></td>
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